



Cover Memorandum/Staff Report

File #: 26-0528

Agenda Date: 5/19/2026

Item #: 6.O.1.

TO: Mayor and Commissioners
FROM: Anthea Gianniotis, Development Services Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: May 19, 2026

APPROVAL OF RESOLUTION NO. 31-26 APPROVING AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. FOR BUILDING PERMIT FEE STUDIES UTILIZING MARTIN COUNTY RFP NO.2021-3343 IN THE NOT TO EXCEED AMOUNT OF \$49,400.

Recommended Action:

Motion to approve Resolution No. 31-26 approving an agreement with Raftelis Financial Consultants, Inc. for building permit fee studies utilizing Martin County RFP No. 2021-3343 in the not to exceed amount of \$49,400; authorizing the City Manager to execute any amendments and/or renewals thereto and take any and all actions necessary to effectuate the intent of this resolution; providing an effective date; and for other purposes.

Background:

The Development Services Department requires assistance in analyzing the current building permit fee structure and determining adjustments necessary to ensure appropriate fee allocations and compliance with Florida State Statutes.

While the City has used Raftelis for facilitation services, like goal setting, this scope of services is to be performed by Raftelis Financial Consultants, Inc. The tasks are a review and update of the City's building permit fees to assist the City in a cost-of-service analysis to update the building permit fees to ensure compliance with Florida Statutes. State statutes regarding building permit fees have changed annually for several years, and include limits on the amount of "carry over" funds a municipality may hold. Right sizing the fees is essential. Attachment B of the proposal includes the complete Scope of Services and Tasks to be completed as part of the Building Permit Fee Study.

Given that the City has other agreements with Raftelis, the cumulative threshold of \$100,000 per vendor (see Purchasing Policy and Procedures Manual Section 4.B.x.) will be exceeded if the subject agreement is approved, thereby requiring City Commission approval.

The City, at its sole discretion reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the vendor. Upon receipt of such notice, the vendor shall not incur any additional costs under the Agreement. The City shall be liable only for the reasonable costs incurred by the vendor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-

for-Profit Organizations.

Attachments:

1. Legal Review Checklist
2. Res. No. 31-26
3. Agreement
4. Exhibit A
5. RFP2021-3343 Martin County Solicitation
6. Martin County Master Agreement
7. Proposal
8. Raftelis Renewal 1 of 2
9. Raftelis Renewal 2 of 2

City Attorney Review:

Approved as to form and sufficiency.

Funding Source/Financial Impact:

Funding is available from GL account 125-26-220-524-31.90 (Other Professional Services).

Timing of Request:

Building permit fee study is imperative to comply with Florida State Statute requirements.